

Faculty Handbook Committee Minutes
Martin Board Room
March 28, 2018

Present: JuliAnn Mazachek, Nancy Tate, Laura Stephenson, Pat Munzer, David Sollars, Zach Frank, Paul Byrne, Jane Carpenter, Lori McMillan, Shaun Schmidt, Kelly Watt and Monica Scheibmeir.

1. Meeting was called to order at 12:00 p.m.
2. **Minutes** from March 14, 2018 and March 16, 2018 (Email Meeting) were approved
3. **Procedures for Non-Reappointment and Termination**
 - V. Procedures for Termination
 - A. General Statement
 - Discussion regarding updating wording: “Cause for termination consists of demonstrated incompetence or dishonesty in teaching, scholarship or service.” Suggested we remove research.
 - Discussion about reasons to site for cause
 - Concerns were raised about gender identification throughout this document. His/her gender identification will be removed from this document.
 - Discussion about how to define “violation of other faculty, staff or student’s civil rights.” This could be a violation of the university non-discrimination policy. Major offenses in service have been issues in past. Discussed adding language about violation of university policies or WUPRM. Dr. Mazachek agreed this was hard to define and language could be updated.
 - B. Minimum Requirements to Initiate the Formal Termination Process
 - It was suggested this be renamed “Informal Communication Process.”
 - Discussion about adding a separate paragraph stating this step will be skipped for egregious offenses.
 - It was suggested language should be added to accommodate units without departments chairs regarding the initial meeting shall be between the faculty member and the dean or associate dean.
 - C. Formal Termination Process
 - Discussion about adding language to clarify “calendar days” are not business days, and they include weekends, holidays and university closure.
 - Dr. Mazachek shared that in the past, this process started with the president terminating the faculty member, and then there was a process to appeal and consider reversing or revising the termination decision. The process being proposed is about reworking the current process so termination occurs at the end of a due process of consideration and review prior to the determination by the president to terminate a faculty member.

IV. Procedure for Notice of Non-Reappointment (for tenure track faculty only)

C.

- Discussion about amending wording to reflect that written notice shall be sent by the VPAA recommending termination. Further, if recommendation is made through the VPAA, it was suggested the legally effective notice of non-reappointment should be issued over the signature of the VPAA.

D. Non-reappointment Schedule of Notification

3.

- Discussion about notification given not later than June 30. Amend to add “of the current academic year.” Discussion about adding language to clarify that a one-year terminal contract will be issued in this instance. This is a non-reappointment. If not going to issue a terminal contract, have to terminate for cause.

Dr. Mazachek will work with Marc Fried to update. We will start discussion with page two of Procedures for Non-Reappointment and Termination at the next meeting.

4. **Meeting was adjourned at 1:00 p.m.**

Next meeting scheduled for Wednesday, April 11, at 12:00 p.m. in the Martin Room